



**TeenWorks™**  
College. Career. Community.

## **JOB DESCRIPTION**

**POSITION TITLE:** TeenWorks Supervisor

**REPORTS TO:** TeenWorks Program Director

### **POSITION SUMMARY**

The TeenWorks Supervisor is responsible for managing and implementing all TeenWorks programming for his/her site. The Supervisor will oversee 10-13 students and will have an Assistant Supervisor that will help manage the students throughout the day. TeenWorks is a program that provides 21<sup>st</sup> Century Scholar-eligible students employment and educational activities.

### **DUTIES AND RESPONSIBILITIES**

- Facilitate coordination of work responsibilities with work site partner on a daily basis
- Work alongside student employees
- Responsible for overseeing a crew of 10-13 student employees
- Working with program partners, identify and secure necessary equipment, instructional supplies, and materials using approved process
- Serve as a mentor for students and a liaison to program partners
- Manage students and produce an evaluation at program completion
- Develop and coordinate delivery of soft skill curriculum
- Coordinate implementation of program
- Track student attendance and hours using online database
- Manage, report and document any incidents and/or behavioral concerns
- Provide daily coaching and positive influence for team of students
- MUST attend all mandatory training days prior to program
- MUST attend mandatory debrief meeting after the summer program

### **QUALIFICATIONS**

- Must have or be working towards a Bachelor's Degree
- Experience working in leadership or with high school students
- Proficient in development and delivery of curriculum to a group of 20+ students
- Must have a valid driver's license and insurance
- Must be 25 years of age or older by June 14, 2016

### **HOURS AND COMPENSATION**

During the six-week employment program, Supervisors will work approximately 40 hours per week (7:00am-3:00pm). Additional training days prior to the beginning of the program will be required. Starting pay at \$20/hour.

**\*All interested candidates can complete an application online at [www.teenworks.org](http://www.teenworks.org). Please note that applications will be available starting on January 10, 2016.**